



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

December 27, 2021

DIVISION MEMORANDUM

No. 294, s. 2021

PERPETUAL RANKING OF QUALIFIED APPLICANTS FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) (SG 22)

To: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that acceptance of application for the position of **Public Schools District Supervisor (PSDS) (SG 22)** is now open. Applicants should meet the following minimum qualification as specified in *DepEd Order No. 26 s. 2016 (Revised Qualification Standard for the Position of Public Schools District Supervisor)*.

2. The CSC required minimum qualification standard and the agency's preferred qualifications are as follows:

2.1. CSC Required Qualifications for Public Schools District Supervisor

Education : Bachelor's Degree in Education with Master's Degree in Education or other relevant Master's Degree
Experience : Five years cumulative experience in instructional Supervision and school management;
Training : Sixteen (16) hours of relevant training
Eligibility : RA 1080 (Teacher)

Agency's Preferred Qualification for Public Schools District Supervisor
Applicants those of secondary orientation

3. Interested qualified applicants (*regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances*) who met the basic requirements for the above-mentioned positions should submit the following documents in a properly-labelled folder to the **Schools Division Office, c/o thru the Office of the Administrative Officer IV (Personnel)** on or before 5:00 o'clock in the afternoon of **January 5, 2022:**

- 3.1 Application letter (Addressed to the Schools Division Superintendent)
- 3.2 Personal data Sheet (CS Form 212) Photo copies of:
 - 2.2.1. Updated Service Records
 - 2.2.2. Performance Rating for the last three (3) years
 - 2.2.3. Transcript of Records/Special Order
 - 2.2.4. Latest Appointment
 - 2.2.5. Certificate Attesting Outstanding Accomplishments/Awards/Recognition Received
 - 2.2.6. Certificates of Relevant Training attended
 - 2.2.7. Certificates of Eligibility/Eligibility Rating
 - 2.2.8. Other documents relevant to the position applied for

4. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **January 4, 2022**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

5. An Omnibus Sworn Certification of the applicants stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct must be attached. Original documents must be presented during the evaluation and deliberation process for verification purposes.

6. The criteria for ranking is based on DepED Order No. 66, s. 2007 (*Teaching and Teaching Related Group*) are as follows:

Performance	-	35 pts.
Experience	-	5 pts.
Meritorious/Outstanding Accomplishment	-	20 pts.
Education	-	25 pts.
Training	-	5 pts.
Psycho-social Attributes	-	5 pts.
Potential	-	<u>5 pts.</u>
TOTAL	-	100 pts.

7. The schedule of the evaluation of documents, interview and written test will be on **January 7, 2022**.

8. In-depth selection process including field validation and character/background investigation will be conducted to provide the appointing authority with a comprehensive profile of the applicants.

9. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

10. Expenses relative to the conduct of this ranking activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

osds/admin

Encl: As Stated
Reference: DepED Order No. 66, s. 2007
DepED Order No. 26, s. 2016
To be indicated in the Perpetual Index
Under the following subjects:

COMMUNICATIONS

PROMOTIONS



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Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph